



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents, Business Managers, and Treasurers

**FROM:** Peggy E. Smith, Fiscal Analyst  
Office of School Finance

**DATE:** January 21, 2010

**SUBJECT:** REMINDER – Biannual Financial Report due February 1, 2010

This is a reminder that the Biannual Financial Report (Form 9) for July 1 to December 31, 2009 is due in our office on or before February 1, 2010.

The Biannual Financial Report data must be submitted electronically, as an email attachment, to [pesmith@doe.in.gov](mailto:pesmith@doe.in.gov). The data will not be processed until the certification page is received.

The revised tables of sections, funds, receipts expenditures and objects, as well as the certification page, can be found online at <http://www.doe.in.gov/finance/>. All new line items on the tables have been italicized for easier recognition. Line items that are no longer in use have been struck out on the tables. The certification page must be submitted and include the data found below, if not included in the data file:

1. Investment Balance Outstanding by Fund on July 1, 2009;
2. Statement of Obligations as of December 31, 2009;
3. Statement of Encumbrances as of December 31, 2009; and
4. Certification of the Biannual Financial Report

If you have any questions, please contact me at 1-866-234-1414 x. 20844 or [pesmith@doe.in.gov](mailto:pesmith@doe.in.gov).